

# Academic Regulations

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## Preamble

All University of Regina (U of R) students are responsible for complying with the rules, regulations, policies, and procedures contained in this section as well as those in other sections of the Undergraduate Calendar and other official University publications and announcements which may be issued from time to time.

The University reserves the right to change policies and regulations whenever such action is deemed appropriate or necessary.

Throughout these regulations, the term faculty, federated college, or academic unit refers to all U of R Faculties, the Centre for Continuing Education, Federated Colleges, and La Cité universitaire francophone.

## Force Majeure

The U of R accepts no responsibility for the continuance of any class or course of instruction which may not be completed as a result of an act of God, fire, riot, strikes, lockout, any act of terrorism, or any other cause beyond the control of the U of R.

## Instructor Responsibilities

Students of the U of R can expect their instructors to:

1. Provide them with a written course outline within the first three hours of instruction which should include:
  - the content of the course,
  - any prerequisites for the course,
  - the modality of exams,
  - a list of assignments and exams, with due dates if possible,
  - the grading scheme\*: weightings of the assignments and exams,
  - the instructor's policy on attendance, and
  - the instructor's policy on late assignments and missed exams.

\*Any proposed changes to the grading scheme must be circulated in writing and consented to by the students registered in and attending the course.

2. Maintain proper records of the work subject to assessment during the term and at exam time.
3. Retain final exam papers for a period of six months.
4. Participate in the appeal of grade process.
5. Submit grades for approval of the department head or dean (as appropriate) no later than five University business days after the date of the final exam. In the case of courses having no final exam, final grades must be submitted for approval of the department head and dean (as appropriate) no later than 10 calendar days (not including Sundays and statutory holidays) after the start of the fall or winter final exam period; or within five days of the start of the final exam period in Spring/Summer and other shorter parts of term.

6. Submit/enter the actual grade earned in the class for numerically graded courses.
7. Ensure that at least 75% of the work used to arrive at a student's grade is of a nature that it can be reassessed by an independent examiner. When an instructor wishes to deviate from established practices, and especially when methods of evaluation may make it impossible to follow these recommendations, such evaluation methods must be approved by the dean.
8. In the case of a practicum, adopt a method of evaluation that provides continuous information to students on their performance and maintain all of the documentation on which the evaluation is based.
9. When appropriate, conduct their courses in such a way as to obtain evidence of student writing skills, in term papers, essays, reports, or other written work, and to demand competence in writing to obtain a passing grade.
10. Report suspected cases of academic misconduct to the dean or designate of the faculty, federated college, or academic unit offering the course.
11. Ensure that there are no classes during the fall and winter breaks. No tests, quizzes, or exams can be held in the fall and winter break and, no class assignments can be due during this week.

For further information on academic misconduct refer to the [Student Code of Conduct and Right to Appeal](#) section.

## Attendance

Regular and punctual attendance at classes provides a foundation for academic success and is expected of all students. When the persistent lateness or absence of a student jeopardizes the learning or the evaluation of the work of other students in the course, the student may be subject to penalty. One written warning will be provided to a student before action is taken. This includes, but is not limited to:

- being dropped from the course;
- being barred from writing the final exam; or,
- being barred from attending a class or components of a class.

## Course Work

Course work comprises all assignments, exams, labs, and tests that are conducted during the term and contribute to the student's final grade in a course but excludes the final exam. All course work will be completed no later than the last day of regularly scheduled classes of the relevant term or part-of-term.

## Audio and Video Recording of Classes

Students may audio-record or video-record classes only if they have received authorization from the instructor. Such authorization may come about as a result of a request made to the Centre for Student Accessibility. In the case of classes that involve participation by students, consent of the other students in the class is also required.

If students receive authorization, the following conditions apply:

- the materials remain the intellectual property of the instructor;
- the materials may only be used for the purposes of private study and may not be used by any other persons other than the student receiving the authorization;
- unless there is a different agreement between the student and the instructor, the materials must be destroyed immediately after the end of the term in which the class has taken place; and
- any violation of this policy will be considered an act of misconduct and will be dealt with through that process.

### Religious/Cultural Accommodations

For the purposes of this regulation, an academic activity is one that requires a student's mandatory participation or attendance (exam, project, class, etc.).

1. The [University of Regina's Diversity Calendar](#) should be used as a reference in the planning of academic activities.
2. The University will accommodate students who identify a conflict between an academic activity and a religious or cultural observance. These students will be provided with an opportunity to make-up for course work or missed exams without penalty.
3. Instructors, whenever possible, should avoid scheduling mid-term exams and major class participation activities on days of cultural or religious significance. The Diversity Calendar can be consulted for this purpose.
4. The Registrar's Office will, whenever possible, avoid scheduling final exams on days of cultural or religious significance. It is recognized that this may not always be possible given the nature and time limits that are available in the yearly academic and exam schedules.
5. Students are responsible to identify religious and/or cultural conflicts related to their mandatory participation in an academic activity on receipt of their course outline and before the add/drop deadline of the course. See Religious and Cultural Accommodation Request Process.
6. Students will not be required to submit documentation from faith or cultural/community leaders to support requests for accommodation. It is expected that students will act in good faith when identifying such conflicts.

### Religious and Cultural Accommodation Request Process

On receipt of the course outline and before the add/drop deadline for a course, students will complete the Request for a Religious and Cultural Accommodation Request form. Request forms submitted after the add/drop deadline date will not be considered.

Completed forms are submitted to the student's faculty.

Student Accessibility will screen and approve the request for accommodation and forward the approval for to the student's faculty to determine the appropriate accommodation.

Accommodations may include, but are not limited to:

- setting an alternate date for mid-term or final examinations;
- providing an alternate assignment to satisfy the course requirement;
- re-calculating the evaluation schedule to eliminate the component that has been missed when options a. and b. are not possible; or
- other on approval of the dean (or designate) of the faculty or academic unit.

When a dispute arises on the recognition of a religious or cultural observance, the Registrar shall be consulted and has the final authority on recognition.

### Leave of Absence

Except for the Faculty of Nursing where a formal leave of absence is required (see [Faculty of Nursing](#)), University of Regina undergraduate students do not need a formal leave of absence for a period of 3 terms or less. Students will remain active in their programs for a period of 3 terms without having to formally register in courses. In situations of maternity or parental leave, students may apply for a formal leave of absence for an additional 2 terms for a maximum of 5 consecutive terms. Students must submit their leave of absence request a month prior to the end of the third term of course inactivity.

**Note for International Students** – International students who are studying on a study permit must ensure that they are, and remain, in compliance with the conditions of their study permit, as well as [Immigration, Refugees and Citizenship Canada](#) (IRCC) policies surrounding leaves from studies. International students may only take a leave of absence according to the circumstances outlined by IRCC (e.g., medical reasons, death or serious illness of a family member, etc.). It is the responsibility of the student to ensure they have proper documentation supporting their leave of absence should IRCC require proof or confirmation.

### Exams

#### Exam Scheduling

The following regulations apply to the scheduling of exams:

1. No exams or tests worth more than 10% in the total evaluation of the course will be scheduled for credit courses in the last three hours of scheduled lectures, or in the day(s) between the end of lectures and the first day of the final exam period, without prior written approval from the instructor's dean, with a copy to the Registrar. Practical assessments such as lab exams, exhibitions, juries, and recitals are exempt.
2. Mid-term exams are to be scheduled during a regular class meeting and are held on the published date(s) listed in the course outline.
3. Final exams are held in a designated exam period. Courses with take-home final exams will use the scheduled final exam date as the due date.

4. Final exam locations are added to the web course schedule towards the end of the term.
5. Once an exam date and time have been published, they cannot be changed without the written consent of all students in the course and the approval of the instructor's dean.
6. Information about exams (including take-home finals) will be included in the course outline. The course outline must include the type of exam (paper based or online) and how it will be invigilated (on-site or remotely proctored).
7. The weighting and/or the pass/fail requirement of a final exam cannot be changed once it has been published in the course outline.

### Exam Location

1. Students are expected to write their exams at the scheduled location. Final exams for in-person classes will be scheduled at an on-site location.
  2. Students registered in online or remote class sections (including live-streamed and blended courses) must refer to their course outline for instructions about exam delivery and on-site attendance requirements.
  3. When in-person invigilation is required for courses that are not delivered in-person on University of Regina or Federated College campuses, the final exam may be scheduled at the University of Regina campus or at designated, preauthorized locations within Saskatchewan.
  4. Students who reside in a location that precludes them from writing a final exam in-person at the scheduled exam location must receive approval from the faculty, federated college, or academic unit delivering the exam to write at a location other than what has been scheduled by completing an Application for Alternate Exam Location form (see Requirement for Exam Invigilation Approval).
  5. The University maintains the right to request documentation that confirms the student's place of residence and/or to refuse a proposed location and invigilator. Permission to write at an alternate location will not be granted to students registered for any in-person class in the same term as an online or remote class section.
4. In cases where a student wants to seek approval for an invigilator that is not on the approved invigilator list, they must apply to the faculty, federated college, or academic unit responsible for the course.
  5. Invigilators must meet the following requirements:
    - Provide a safe and quiet exam writing environment that is free from distraction and disruption.
    - Have a secure method of holding the exam information when required.
    - Have the ability to ensure that an exam is invigilated in accordance with University of Regina standards and in accordance with the Exam Invigilation Procedures of the exam.
    - Have the ability to ensure that a student does not have access to the exam outside of the scheduled write date and time.
    - Agree to ensure that the student writes the exam within the allotted time to do so.
    - Have the ability to provide a desktop or laptop computer that is compatible with the technology that is required to host the online exam when required and that the device is located in an environment that is suitable to the writing of the exam.
  6. A proposed invigilator must be fluent in written and spoken English, or the language of instruction of the course, and be a permanent employee in one of the following categories:
    - A professor or instructor at a recognized public or private post-secondary institution;
    - An administrative, professional, or library employee of a recognized public or private post-secondary institution;
    - An administrative, professional, faculty, or library staff member of a recognized public or private elementary, middle, or secondary school;
    - An administrative or professional staff member of a public library;
    - A ranking officer in the Armed Forces;
    - An official at an embassy or consulate office.
  7. A proposed invigilator may not be a friend, neighbour, co-worker, supervisor, family member, or relative of the student, and must not live at the same address as the student. The faculty, federated college, or academic unit must be confident that there is no conflict of interest between the approved invigilator and student.
  8. The University retains the right to refuse a proposed invigilator.

### Requirements for Exam Invigilation Approval

1. If the University approves a student's Application for Alternate Exam Location, the student will be required to make invigilation arrangements.
2. The faculty, federated college or academic unit will provide a list of invigilators that are currently approved by the University of Regina.
3. Students are responsible for any additional costs that are incurred for exam invigilation and must ensure an invigilator can provide the necessary environment to invigilate an online exam when required.

### Deadline for Application for Alternate Exam Location

The deadline for making a request is the 50% refund deadline of the course. For further information please check the MyRefund Schedule in UR Self-Service.

### Failure to Make a Request for an Alternate Exam Location

Students who fail to make a request within the deadline will be required to write at the published exam location or withdraw from the

class section. Withdrawals will be processed in accordance with regulations of the Class Registration and Withdrawal section of this calendar.

## Exam Regulations

**Invigilation Requirement** – Final exams delivered in courses offered in the remote and online formats, and courses that are offered off-campus (including live-streamed and blended courses), must be invigilated by a university-authorized, in-person invigilator or University approved remote proctoring service in accordance with the course delivery type, except for courses with take-home final exams or other assessment types that do not require invigilation/supervision.

**Note** – Students may be required to complete final exams for online, remote, and off-campus courses in-person at a scheduled location.

**Requirement for Photo Identification** – For in-person or remote invigilation, students must provide photo identification to the invigilator prior to writing. Photo identification may include a U of R Student ID card or a government-issued photo ID.

**Electronic Devices** – Students may not be in the possession of electronic devices during an exam unless otherwise permitted by the instructor. This includes, but is not limited to, smart devices, cell phones, wireless devices, calculators, and other electronic devices.

**Access to Materials During an Exam** – Unless permission has been granted otherwise, students are not to access any materials (physical or online) during an exam.

**Admission to an Exam** – No student will be permitted to commence an exam later than thirty minutes after the scheduled start time. No additional time will be provided to a student who arrives late to an exam.

**Leaving an Exam** – No student will be permitted to leave an exam prior to its completion, unless permission has been granted by the exam invigilator.

**Exam Question Clarification** – Students may only consult an invigilator for clarification of an exam question.

**Communication** – Communication with other students during an exam is strictly prohibited.

**Academic Misconduct** – students suspected of cheating during an exam will normally be allowed to continue writing although unauthorized materials or devices may be confiscated, if possible. Allegations of cheating will be reported by the exam invigilators in accordance with the University's Academic Misconduct Procedures and investigated accordingly.

## Additional Exam Regulations for Online Exams

In addition to the Exam Regulations that apply to all exams regardless of modality, students who are completing an online exam are required to ensure they are familiar with the following additional regulations.

**Exam Writing Space** – Students must choose a quiet, disruption-free space for their online exams and no other individuals may be present in that space.

**Onboarding** – For exams delivered using a remote proctoring platform, students are required to onboard to the online exam platform well before their exam date (at least 72 hours prior) to ensure any technical difficulties can be resolved.

**Identification for the Onboarding and Exam Processes** – The preferred form of photo ID is a U of R Student ID card. Government-issued photo ID is also acceptable.

**Admission to the Exam** – Students are required to follow the published exam admission procedures of their course. No student will be allowed to take an online exam after thirty minutes of the exam opening. With the exception of students who are experiencing technical difficulties, late arrivals will not be accommodated with additional time.

**Technical Difficulties** – Students who are experiencing technical difficulties upon admission to or during the scheduled exam must immediately report the difficulty to their instructor and email to: [IT.Support@uregina.ca](mailto:IT.Support@uregina.ca). If a resolution is not possible during the scheduled exam, the University will proceed in accordance with the regulations of the [Cancellation of Exam Papers](#) section of the Undergraduate Calendar. Failure to immediately report a technical difficulty will result in no further action being considered.

**Exam Question Clarification** – Students must follow the process included in their exam instructions when seeking clarification on an exam question.

**Communication** – Communication with anyone other than the instructor, the instructor's assistants, or an exam invigilator during the exam is strictly prohibited.

## Cancellation of Exam Papers

A student who becomes seriously ill or is informed of urgent family matters during an exam should report immediately to the person supervising the exam, hand in the unfinished paper, and request that it be cancelled. A dated, signed medical certificate or other supporting documentation must be provided to the student's faculty, federated college, or academic unit (final exams) or instructor (term exams) within three days following the date of the exam.

A request for cancellation after the fact, when an exam has been written and handed in for marking, will be denied.

Deferred exam policies and procedures apply to a cancelled final exam, while action taken with respect to a cancelled term exam is at the discretion of the instructor (see [Deferral of Final Exams or Course Work](#)).

## Deferral of Final Exams or Course Work

### Late Course Work Submission

Students may encounter situations that prevent them from submitting course work on time. In these cases, the instructor's policy on the late submission of course work applies.

## Grounds for Deferral

Extensions of deadlines for completion of assignments or writing of exams, including final exams may be granted to students who are in good standing on the basis of:

- serious illness;
- accident;
- serious illness or death of an immediate family member;
- domestic affliction;
- participation in sanctioned university activities (varsity athletics or academic conference for example);
- involuntary job changes; or,
- other extreme circumstances beyond their control.

Deferrals will not be granted on the basis of personal or leisure travel arrangements made by the student or others on their behalf.

## Deferral of Course Work and Term Exams

Requests to defer course work during the scheduled class dates must be requested prior to the due date of the course work and directed to the course instructor. The course instructor may extend the due date up to the date of the final exam. If there is no final exam in the course, deferred course work must be completed no later than five days after the scheduled end date of classes.

When an instructor approves the deferral of a term exam, they may assign a make-up exam or transfer the weight of the term exam to another exam or assignment that has not yet been submitted, including the final exam. The manner in which deferred course work is made up will be consistent with the policies on deferred course work in the faculty, federated college, or academic unit that is offering the course.

Requests for the deferral of course work that are made after the scheduled final exam date of a class are subject to the approval of the dean (or designate) of the student's faculty, federated college, or academic unit.

Students must submit a completed [Application for Deferral of Course Work and/or Final Exam](#), including supporting documentation, to their faculty, federated college, or academic unit for approval.

Requests must be received within three business days of the scheduled final exam date or they will be denied.

## Deferral of Final Exam

Students who are unable to write their final exam must notify their course instructor or their faculty, federated college, or academic unit. Initial communication by telephone or by email is acceptable. Students must submit an [Application for Deferral of Course Work and/or Final Exam](#) including supporting documentation within three business days of the scheduled final exam date.

## Maximum Length of Deferral

The maximum length of a deferral of course work or final exam that is approved by the dean (or designate) is as follows:

- Fall courses – by January 31
- Winter courses – by May 31
- Spring/Summer courses – by September 30

In cases of prolonged illness or other incapacity (an absence from the U of R for two weeks or more), a dean (or designate) may extend a deferral up to the end date of the following term in which the course was taken. A deferral for a fall course, for example, may be extended to the end of the winter term.

## Course Instructor Procedures

The course instructor should keep a record of any deferral of course work or term exams that they approve. For this reason, the course instructor will communicate the terms of the approval via the student's U of R email account.

## Faculty and Academic Unit Procedures

When a student requests a deferral of course work or the final exam to the dean (or designate), the dean (or designate) will consult with the course instructor to establish that the student has a reasonable chance of passing the course if the deferral were to be granted.

When a decision is made, the dean (or designate) will notify the student, the course instructor, the head of the department, the Registrar's Office ([registrar@uregina.ca](mailto:registrar@uregina.ca)), and the student services area of the faculty, federated college, or academic unit offering the course in writing via their U of R email accounts. This communication will include the details of the deferral and the associated deadlines for completion.

In the absence of the course instructor, the department head is responsible for arranging, setting, and grading a deferred exam.

## Supporting Documentation

Acceptable documentation in support of a deferral includes:

- **Illness or accident:** Students may submit a Student Self-Declaration of Illness form in support of their request for a deferral with the understanding that the U of R retains the right to request additional documentation. If further documentation is required, your medical professional must complete the Student Medical Certificate form stating your inability to continue your studies.
- **Death in the immediate family:** You must provide an obituary or death certificate.
- **Illness/accident of immediate family member:** If you needed to provide care to an immediate family member due to an unexpected illness or accident, the medical professional must complete the [U of R Student Medical Certificate](#) form.
- **Domestic Affliction:** Proof such as a letter from a lawyer, counsellor, etc.

- **Sanctioned University Activity:** Proof, including the date, of the activity from an officer of the University (athletic director, designate, instructor, etc.).
- **Jury duty:** The letter advising you have been selected and are required to attend.
- **Involuntary job changes:** A letter, on company letterhead, from your employer, confirming the date of the move.
- **Other extreme circumstances:** A letter from a professional familiar with the circumstances or other support documentation as determined by the dean (or designate).

The U of R retains the right to request additional documentation. The dean (or designate) of the student's primary academic unit will determine if additional documentation is required

### Maximum Course Load Including Deferrals

The combination of incomplete deferrals and new course registration may not exceed 15 credit hours at the undergraduate level or 12 credit hours at the graduate level unless a cumulative overload is formally approved by the student's dean (or designate) of the student's faculty, federated college, or academic unit. For this reason, a deferral might not be granted if the deferral(s) exceed the maximum credit hours allowed.

### Deferrals and Impact on Full-time Status

Deferrals only count as class registration in the original term of registration and cannot be used to achieve full-time status in a subsequent term.

### Grading of Deferrals

If the student does not complete the course work or term exam as approved by a course instructor, a grade of zero is assigned to the course work or term exam that has been deferred and a percentage grade for the course is submitted.

When a deferral has been approved by a dean (or designate) an interim grade of DE (deferred) is assigned for a deferred exam or deferral of both final exam and course work.

A grade of IN (incomplete) is assigned for a deferral of course work alone.

When the deferred final exam and/or course work has been completed, the course instructor will grade the work and assign a percentage grade to replace the interim grade. In the absence of the course instructor, the department head (or designate) is responsible for grading the course work and assigning the percentage grade.

On the day following the deadline for completion of deferrals, the Registrar's Office will convert grades as follows:

- Grades of DE will be converted to NP (not passed).
- Grades of IN will be converted to a percentage grade or to a grade of NP as determined by the course instructor and approved by the dean (or designate).

### Unexpected Delay in Course Delivery

When the delivery of a course is delayed for reasons intrinsic to the course, beyond the deadline for submission of grades, the dean (or designate) of the faculty, federated college, or academic unit offering the course may approve the assignment of the grade NR (not yet reported) for those students who are affected until the course can be completed.

## Grading and Averages

### Aegrotat Standing

In rare circumstances, aegrotat standing in one or more courses in a term may be granted on medical or compassionate grounds to a student who meets the following conditions:

- the student is prevented from completing the term by serious illness or other extreme circumstances beyond the student's control;
- the student's illness or other circumstances are certified by a professional in the relevant field or confirmed by other documentation acceptable to the dean;
- a deferral of course work and/or final examination is not appropriate because of the nature or severity of the illness or of the other circumstances;
- a medical or compassionate withdrawal is not appropriate;
- the student has completed at least 50% of the work contributing to the grade in the course; and,
- the instructor of the course confirms in writing that the student has demonstrated an understanding of the course material.

Aegrotat standing is granted by the dean (or designate) of the faculty, federated college, or academic unit in which the student is enrolled. The uncompleted work may be course work, the final examination, or a combination of the two.



## Grading System and Descriptions

The U of R employs a percentage grading system. Unless otherwise specified, a grade of less than 50% is a failing grade for undergraduate programs.

### Percentage Grades

Grade	Description
90-100	An outstanding performance with very strong evidence of: <ul style="list-style-type: none"> <li>• an insightful and comprehensive grasp of the subject matter;</li> <li>• a clear ability to make sound and original critical evaluation of the material given;</li> <li>• outstanding capacity for original creative and/or logical thought;</li> <li>• an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts both in speech and in writing.</li> </ul>
80-89	Very good performance with strong evidence of: <ul style="list-style-type: none"> <li>• a comprehensive grasp of the subject matter;</li> <li>• an ability to make sound critical evaluation of the material given;</li> <li>• a good capacity for original, creative, and/or logical thinking;</li> <li>• a very good ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts both in speech and in writing.</li> </ul>
70-79	Above average performance with evidence of: <ul style="list-style-type: none"> <li>• a substantial knowledge of the subject matter;</li> <li>• a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques;</li> <li>• some capacity for original, creative, and/or logical thinking;</li> <li>• an above-average ability to organize, to analyze and to examine the subject material in a critical and constructive manner, and to express thoughts both in speech and in writing.</li> </ul>
60-69	A generally satisfactory and intellectually adequate performance with evidence of: <ul style="list-style-type: none"> <li>• an acceptable basic grasp of the subject material;</li> <li>• a fair understanding of the relevant issues;</li> <li>• a general familiarity with the relevant literature and techniques;</li> <li>• an ability to develop solutions to moderately difficult problems related to the subject material;</li> <li>• a moderate ability to examine the material in a critical and analytical manner, and to express thoughts in writing.</li> </ul>
50-59	A barely acceptable performance with evidence of: <ul style="list-style-type: none"> <li>• a familiarity with the subject material;</li> <li>• some evidence that analytical skills have been developed;</li> <li>• some understanding of relevant issues;</li> <li>• some familiarity with the relevant literature and techniques;</li> <li>• partially successful attempts to solve moderately difficult problems related to the subject material and to examine the material in a critical and analytical manner;</li> <li>• basic competence in writing.</li> </ul>
0-49	Unacceptable performance.

### Alphabetic Grades

Except for the grades of NP and XF (see "[Calculation of Grade Point Averages](#)," below), none of the following grades has a numeric value. Grades of AG, C, CRC, and P are passing grades. Grades of F, N, NP, and XF are failing grades. The remaining grades are neutral.

AG	Aegrotat	IP	In Progress
AU	Audit, no credit	MC	Maintenance Candidacy
AW	Audit Withdrawal	N	No Credit
C	Credit	NCC	No Credit-COVID-19 (Winter 2020 only)
CRC	Credit-COVID-19 (Winter 2020 only)	NP	Not Passed
CW	Compulsory Withdrawal	NR	Not Yet Reported
DE	Deferred	P	Pass
F	Failure	W	Withdrawal from Courses
IN	Incomplete (interim grade)	XF	Academic Misconduct

### Approval Authority for Final Grades

The dean (or designate) has the responsibility to approve final grades including the authority to adjust grades as is deemed necessary.

### Calculation of Grade Point Averages (GPA)

Academic standing is determined by use of a grade point average (GPA), calculated by (1) multiplying, for each course, the credit hours by the grade earned, (2) adding together the products of that multiplication, (3) adding together the credit hours for the courses used, and (4) dividing the first sum by the second. The calculation is not rounded but is truncated to two decimal places.

Only percentage grades, grades of NP, and grades of XF are used in GPA calculations. Grades of 0%-39% and NP are all counted as 40% in the calculation, grades of XF are counted as 0%, and grades of 40% to 100% are used as recorded.

#### Calculation

Multiplying, for each course, the credit hours by the grade earned:

$$\text{ENGL 100} \quad 3 \times 73 = 219$$

$$\text{BUS 100} \quad 3 \times 78 = 234$$

$$\text{INDG 100} \quad 3 \times 88 = 264$$

Adding together the products of that multiplication:

$$219 + 234 + 264 = 717$$

Adding together the credit hours for the courses used:  $3 + 3 + 3 = 9$

Dividing the first sum by the second sum:  $717/9 = 79.66$  GPA

The calculation is not rounded but truncated to two decimal places.

## Types of GPA Calculations

The GPA calculation is applied to different selections of courses for different purposes. The following are the major kinds of GPA calculations:

GPA Type	Acronym	Description
Admission grade point average	AGPA	Calculated by combining all recognized academic post-secondary courses with any U of R courses attempted.
Cumulative grade point average	CGPA	The CGPA is based on all U of R courses taken, whether passed or failed, undergraduate and graduate, repeated or not.
Undergraduate grade point average	UGPA	The UGPA is also based on all U of R courses taken, but when a course has been repeated, only the grade in the most recent approved attempt is used (refer to the <a href="#">rules on repeating courses</a> ).
Program grade point average	PGPA	The PGPA is calculated according to UGPA rules but is based only on the courses that are used in a particular program.
Term grade point average	TGPA	The TGPA is calculated according to CGPA rules and is based on all courses taken in a particular term (fall, winter, or spring/summer).
Sessional grade point average	SGPA	The SGPA is based on all U of R courses taken during the prior academic year (May 1 – April 30). This includes the spring/summer, fall and winter terms in sequential order. When a course has been repeated during this same time period, only the grade in the most recent approved attempt is used (refer to the <a href="#">rules on repeating courses</a> ).

- a minimum grade required for all core courses in the program;
- regulations governing failed attempts at courses and/or withdrawals from courses;
- a higher minimum program grade point average (PGPA) as well as minimum GPA requirements within majors or minors within a program; and,
- a promotion policy which may require the student to withdraw from the program if the student does not attain the required minimum grades in specific courses or the required PGPA to advance in the program.

If you meet the minimum academic standards for your program, you are deemed to be in Good Academic Standing.

Students who owe money to the University will be restricted from accessing certain services. For more information, see [Outstanding Accounts](#) in the Tuition and Fees section of the calendar.

## Dean's Honours Lists

Students who obtain high standing in a term's course work may receive the designation of "Dean's Honours List" for that term on their official transcript. For this purpose, high standing is defined by the University as a TGPA of at least 85.00% on at least 12 credit hours of numerically graded courses on which the TGPA is calculated. Courses that are completed externally to the U of R are not eligible for inclusion in the minimum credit hour requirement. Some exceptions to this regulation can be found in the table below.

Students who are enrolled in two programs concurrently will be eligible for inclusion on the dean's honours list in both programs.

A student will not receive the designation "Dean's Honours List" in any term where the student has an academic misconduct notation on their transcript.

## Academic Standing

Academic standing refers to the privileges of admission to, continuation at, and graduation from the University. Any changes to regulations governing academic standing apply to all students, including new students, continuing students, and re-admitted students.

## Academic Performance Standards and Good Academic Standing

All University of Regina students are expected to maintain acceptable standards of academic performance. This is known as Good Academic Standing and is governed by these academic regulations as well as the specific academic regulations of each faculty.

Undergraduate students are considered to be in Good Academic Standing when they maintain a minimum undergraduate grade point average (UGPA) of 60.00% or higher and maintain the minimum prescribed academic standards of their faculty. The requirements to be in good academic standing varies by program and some programs may have higher and/or additional standards which may include:

Faculty	Dean's Honour List Criteria
Centre for Continuing Education	The list for part-time students is compiled once an academic year at the end of the spring/summer term. To be included on the CCE Honours List, a student must be a CCE student and identify a CCE program as their primary academic program and must achieve a GPA of at least 85.00% on a minimum of nine numerically graded credit hours of U of R courses over an academic year (fall, winter, and spring/summer).
Faculty of Arts	The overall regulation applies to full-time students. Part-time students will be included on the part-time students honours list if they complete at least 3 credit hours, but less than 12 credit hours, in the current term and achieved a GPA of at least 85.00% across the most recent terms needed to complete a minimum of 12 credit hours of numerically graded courses since the term in which they were last on the Dean's Honours List (or, in the case of students who have never previously been on the Dean's Honours List, since they were admitted to the U of R).



Faculty	Dean's Honour List Criteria
Faculty of Business Administration	The overall regulation applies to full-time students. Students will be included on the part-time list if they took at least 3 but less than 12 credit hours of numerically-graded U of R courses in the current term and achieved a GPA of at least 85.00% across all of the most recent terms needed to complete a minimum of 12 credit hours of numerically-graded U of R courses since the term in which they were last on the Dean's Honours List (or in the case of students who have never previously been on the Dean's Honours List, since they were admitted to the U of R).
Faculty of Education	Students are required to complete 15 credit hours of courses, with 12 credit hours numerically graded.
Faculty of Nursing	Students are required to complete 15 credit hours of courses, with 12 credit hours numerically graded.
Faculty of Science	Students are required to complete 15 credit hours of courses with all being numerically graded.

When students are required to discontinue (RTD) from a faculty, federated college, or academic unit, they may be required to discontinue from one but not the other. When a student is required to discontinue from the primary program and the secondary program remains valid and current, the secondary program will become the primary program.

## Conditions on Registration

When a faculty, federated college, or academic unit admits or re-admits a student on petition or appeal, it may set conditions on registration. These may include a limit on the number of credit hours that may be taken, mandatory academic advising, or performance conditions such as a requirement to pass all courses in the first term.

## Notification of Academic Action

Students will be notified of probation, RTD, or MW actions via the student's U of R email account. It is the student's responsibility to check their U of R email account and to regularly update any changes to their personal information on [UR Self-Service](#).

## University-Level Academic Probation

Students who do not maintain Good Academic Standing will be placed on university-level academic probation. Students on probation are permitted to continue studies and may also transfer faculties unless the regulations of the receiving faculty, federated college, or academic unit prohibit it.

## Probation and Discontinuance

### Academic Actions

Students who are not deemed to be in Good Academic Standing will be subject to academic actions such as

- probation;
- required to discontinue (RTD); or
- must withdraw (MW).

### Grounds for Academic Actions

Grounds for academic actions include

- failure to meet the minimum academic performance standard;
- failure in a third completed attempt at ENGL 100 – Critical Reading and Writing I; or
- failure to meet a faculty, federated college, or academic unit or program regulation.

The first two grounds result in a university-level action and the third results in a faculty- or program-level action.

### Concurrent Programs and Academic Actions

For students who are enrolled in two programs concurrently, academic performance regulations will be applied by the faculty, federated college, or academic unit of the primary program. If the programs are in two different faculties, each faculty, federated college, or academic unit will apply its faculty, federated college, or academic unit or program academic performance within the faculty, federated college, or academic unit and program.

### Timing of Evaluation

The first assessment of students' grade point averages for the purpose of imposing university-level academic probation will occur at the end of the term in which the first 9 credit hours of study are attempted. The timing of subsequent assessments is at the discretion of the student's faculty, federated college, or academic unit, but will normally occur at the end of an academic term or part-of-term.

### Process for Clearing University-Level Academic Probation

To clear a university-level academic probation, students must raise their university grade point average (UGPA) to a minimum of 60.00% by the time they complete 24 credit hours while on university-level academic probation.

### Extending University-Level Academic Probation

A faculty, federated college, or academic unit may extend a student's university-level academic probation up to an additional 15 credit hours if the student achieves at least a 60.00% average over all credit hours completed while on university-level academic probation. Faculties may impose conditions such as mandatory attendance at study skills classes and restricted course loads on students granted an extension. If at the end of the extension the student has a UGPA of less than 60.00%, the student has not cleared probation and normally, no further extension is available.

### Must Withdraw (MW)

There are three (3) academic situations in which a MW will be applied to a student:

1. Failure in a third completed attempt at ENGL 100 – Critical Reading and Writing I.
2. Regardless of whether they pass or fail preceding attempts at ENGL 100, students who receive a failing grade in a third completed attempt at ENGL 100 must withdraw from the university for two years.
3. Failure to clear academic probation.

Students who do not clear academic probation according to the university's regulations must withdraw from university for a minimum of one year beginning with the term immediately following the term to which the MW is applied. An MW begins on the first day of the term immediately following the term in which the student fails to clear probation.

Students may also consult with the Student Success Centre to see if admission to the [Academic Recovery Program](#) is an option.

#### Failure to Clear Conditions of Re-Admission after an MW

When re-admitted after a MW, students will be placed on university level probation and will have 24 credit hours of study to attain a UGPA of at least 60.00%. If these students do not clear university-level probation, they must withdraw from university for at least two years beginning with the term immediately following the term to which the conditions are applied. Such students should review the details of the [Fresh Start Program](#).

#### Re-Admission after the Completion of MW Period

Re-admission after an MW is not automatic. Applicants must submit a petition for re-admission to Enrolment Services and show cause as to why they should be re-admitted so that the relevant faculty, federated college, or academic unit can render a re-admission decision.

When an MW has been applied to a student, the student must withdraw from the University for a specified period. A student on a MW may not register in for-credit courses or proceed toward a degree, diploma, or certificate at the University and has none of the rights or privileges of a registered student, excepting that of appeal. Students on MW may not audit courses at the university. Students on an MW may not be eligible for transfer credit for courses taken during the MW period. Students need to consult their faculty, federated college, or academic unit for the specific regulations pertaining to transfer credit and an MW status.

### Faculty Probation and Requirement to Discontinue (RTD)

Students may be placed on Faculty Probation or be required to discontinue (RTD) from their current faculty, academic unit, or program at the discretion of the faculty, federated college, or academic unit and in accordance with the specific regulations of the program. Students should review their faculty, federated college, or academic unit regulations of their program to ensure they are familiar with these regulations.

### Minimum Length of a Faculty or Program RTD

The minimum length of a faculty or program RTD is two consecutive terms. An RTD that is considered to be indefinite has a minimum length of two calendar years.

#### Re-admission after RTD Period

Students are not guaranteed re-admission to a faculty, academic unit, or program after an RTD period is served. When a student is re-admitted after the RTD period on petition, they must meet the performance conditions imposed as part of the relief offered. Students who do not meet these conditions must withdraw from the university for at least two years (six consecutive terms).

#### Faculty Restricted Program

Students who have been required to discontinue from their faculty, federated college, or academic unit, but not the University, and who have missed the deadline for transfer to another faculty, federated college, or academic unit may be moved to a faculty restricted program.

Students in this category will

- be required to complete a transfer to a new faculty, federated college, or academic unit by the end of the term in which they are placed in this category;
- be allowed to register in only those courses open to all students;
- have no special access to courses offered by the restricting faculty, federated college, or academic unit; and
- continue to be assessed by the restricting faculty, federated college, or academic unit and have additional academic actions applied at the end of the term in which they are in this category.

The dean of the restricting faculty, federated college, or academic unit will continue to act as the student's dean for administrative purposes and the advisors in both the restricting, and potentially receiving faculties or academic units, will provide counsel to these students during the term the student is in a restricted program.

### Appeal of Academic Action

Academic actions may be appealed to the faculty, federated college, or academic unit by the deadline set in the academic action notification sent to the student. Appeals received after the deadline will not be accepted. Students should consult their faculty, federated college, or academic unit regulations to determine the process for appealing.

### Registration While Appealing

Students who have an academic action of must withdraw (MW) or required to discontinue (RTD) from the University are not permitted to remain in classes during the appeal process. Course registrations may be cancelled by the student's faculty, federated college, or academic unit. At the discretion of the student's faculty, federated college, or academic unit, a student who is registered in a co-operative education work term that has already begun may be permitted to complete the work term before beginning the period of discontinuance.

## Refund of Tuition Fees

Students whose registration is cancelled receive a full refund of tuition and course- and term-based fees.

## Transcript Record

Academic actions of must withdraw (MW) and required to discontinue (RTD) appear on official transcripts. Academic actions of university- or faculty-level probation will not appear on official transcripts.

## Academic Relief Programs

### Fresh Start Program

Students who are re-admitted to the U of R and who have previously failed courses while attending the U of R will be notified that they are eligible to participate in the Fresh Start Program. If students choose to participate, they will have all previously failed courses taken at the University of Regina excluded from the calculation of their Undergraduate Grade Point Average (UGPA) and Program Grade Point Average (PGPA) if:

- for six consecutive terms, prior to (re)admission a student has not registered in any credit courses at the University of Regina;
- in the first 12 credit hours after (re)admission a student achieves a minimum average of 60.00% in those 12 credit hours with no failing grades; and,
- upon satisfying the above conditions the student will submit the completed [application form](#) (as found on the U of R website) to their respective faculty, federated college, or academic unit office.

Students who are seeking readmission to a certificate or diploma program who have less than 12 credit hours to complete may petition for an exception. If granted the student will be required to maintain a GPA over the remaining courses in the program of no less than 60.00%.

Although the failing grades *will not* be used in calculating the UGPA/PGPA, all failing grades will remain on the student's transcript.

A student who has previously been awarded a credential will be ineligible for the Fresh Start Program.

A student can only be granted a "Fresh Start" once.

All University of Regina regulations regarding students who have received an MW still apply.

## Academic Recovery Program

The Academic Recovery Program (ARP) is a two-term program that gives students who have experienced difficulties in university an opportunity to strengthen their study skills, evaluate their education and career direction, and build strategies to aid with future academic and personal goals. Students will take credit courses and participate in other activities designed to help them succeed academically.

### Program Admission

Students can gain admission to the program in either the fall term, the winter term, or the spring/summer term. Students admitted into the winter term may complete the program in the spring/summer, or in the fall term.

### Program Eligibility

Any U of R student who needs extra support is eligible to apply to the ARP. Students facing a Must Withdraw (MW) are encouraged to apply to the ARP. Acceptance is dependent on faculty regulations.

### Application and Deadline for Application

Admission to the ARP is not automatic. Students must submit a program application form. A meeting with the Intake Advisor may be needed to determine admissibility.

A personal statement by the student describing why they would be a good candidate for the ARP must accompany the application.

The deadline for submission of applications and acceptance into the program is the day before the last day to add/drop courses.

### Cost and Funding

The cost of the ARP is \$1000 per term for six hours of equated credit, plus regular tuition and course fees for credit and non-credit courses.

### Acceptance

The decision for acceptance to the program will be made by the Intake Advisor, following discussion with the student's faculty, federated college, or academic unit. Upon acceptance, students are required to complete and enter into an agreement regarding requirements of the program.

Students who are subject to a MW have the ability to be sponsored by a faculty, federated college, or academic unit other than the students' home faculty, federated college, or academic unit. Sponsorship is not automatic but may be considered upon recommendation of the Intake Advisor.

Academic Recovery Program Requirements	
Term 1	Term 2
SSW ACT * (6 equated credit hours) - required	SSW ACT* (6 equated credit hours ) - required
One Course (3 credit hours) - required	ACAD 100 (3 credit hours) - required
One Course (3 credit hours) - optional	One Course (3 credit hours) - optional
	One Course (3 credit hours) - optional
*SSW ACT is a pass/fail zero-credit course required for students enrolled in ARP. There are weekly mandatory sessions and attendance is required. The course provides tools and strategies for academic success.	
A minimum of 3 credit hours per term is required. If a student has already passed ACAD 100, another course may be substituted.	

### Completion of the Academic Recovery Program

Students must fulfill all requirements of the program to successfully complete the ARP, as follows:

- A minimum grade of 60% is required in each credit course.
- The non-credit portion must be passed, including adherence to the attendance policy.

### Students with a RTD or a MW in the Appeals Process

Students who are in the process of appealing an academic action of RTD or MW have two (2) options:

1. They can opt to pursue their appeal and if it is successful, proceed in their program according to the conditions of the appeal. If the appeal is unsuccessful, students may decide to apply to the ARP in a future term; or
2. They can abandon the appeal process and apply for admission to the ARP.

### Status of RTD and MW on Admission to and Completion of ARP

When students are successfully admitted to the ARP program their MW or RTD status will be placed on hold. The MW or RTD status will be reinstated in the event the student discontinues the program and/or is unsuccessful in the program on the date of withdrawal or the end of the term the student is deemed to be unsuccessful.

### Program Status on Completion of ARP

Successful completion of the ARP, which includes meeting all conditions set out by the faculty, federated college, or academic unit and the ARP, will result in students being able to automatically continue in the faculty, federated college, or academic unit that approved their ARP application. Conditions may be placed on the student's continuance by the faculty, federated college, or the ARP. These conditions will be determined when students enter the ARP.

Students who continue their studies following successful completion of the ARP and have a UGPA that remains below the university minimum acceptable average (60.00%) will be allowed an additional 15 credit hours of probation.

Failure to increase the UGPA to 60.00% by the end of the term in which they complete the additional 15 credit hours will result in a Must Withdraw (for students who entered ARP facing an RTD) or a Must Withdraw Indefinite (for students who entered ARP facing an MW). These students are assessed by their faculties at the end of the term in which they complete the additional 15 credit hours.

Unsuccessful completion of the ARP will result in enforcement of the original academic action. In this case, credit courses taken as part of the ARP will be used toward determining further academic action.

### Number of attempts for ARP

Students may complete the ARP only once.

### Policies and Regulations within the Academic Recovery Program

- The Intake Advisor must approve all credit course selections made by program participants in conjunction with their [academic advisors](#). Students are limited to up to two 3 credit hour courses in the first term of the program, and three 3 credit hour courses in the second term of the program, including the mandatory credit course offerings.

- Students must succeed in all components of the program each term in order to continue their studies at the U of R.
- Students who enter the ARP as the result of an MW and do not successfully complete Term 1 or 2 of the program will have their MW reinstated and be forced to withdraw from the university. Students who enter the ARP as the result of an RTD and do not successfully complete Term 1 or 2 of the program will be assessed for further academic action and may be forced to withdraw from the University.
- Students who enter the ARP after they receive an MW and successfully complete Term 1, but do not enroll in Term 2 will have their MW reinstated and be forced to withdraw from the university. In normal circumstances Term 1 and 2 must be sequential, either fall to winter, winter to spring/summer or fall, or spring/summer to fall.
- Students who have not received an MW and enroll in ARP may not be required to complete both terms. The decision will be made by the student's faculty, federated college, or academic unit in consultation with the Academic Transition Programs Coordinator.
- Students may begin the program in either the fall, winter, or spring/summer terms.
- If students successfully complete the ARP, they will be allowed to continue in the faculty that approved their ARP application. Faculty- or federated college-specific conditions may be placed on the students upon entry into the ARP.
- If a student fails to complete the requirements of ARP and has previously been unsuccessful in the Arts Transition Program, then the student will be forced to withdraw from the University of Regina indefinitely.

For specific program details, refer to

[www.uregina.ca/student/ssc/academic-recovery-program/index.html](http://www.uregina.ca/student/ssc/academic-recovery-program/index.html) or contact:

Student Success Centre

University of Regina

Toll Free: 877-660-0822

Tel: 306-585-4076

[transition.programs@uregina.ca](mailto:transition.programs@uregina.ca)